

**SURAJMAL MEMORIAL EDUCATION SOCIETY  
C-4, JANAKPURI, NEW DELHI – 110058**

Dated : 5 February 2026

Ref :- SMES/2026/253/1498

**OFFICE MEMORANDUM**

**Subject: Upholding of Institutional Dignity, Maintaining of Confidentiality, and avoiding Conflict of Interest – regarding.**

It has been observed in recent times that the sanctity of educational institutions work culture is being compromised. Instances have come to the notice of the Management regarding the interference of outside elements in the internal matters of the Institute. It has been noted that certain employees are allegedly indulging in unauthorized communication with external parties and in some cases, conniving with individuals (including family members/close relatives/friends) to instigate unnecessary litigation/complaints or activities prejudicial to the interests of the Institute.

Upholding the image/dignity of the Institute and maintaining strict confidentiality is the collective responsibility of all teaching and non-teaching staff. Accordingly, the following instructions are hereby reiterated/issued for strict compliance:

**A. Confidentiality and Unauthorized Communication:**

No employee shall communicate, directly or indirectly, any institute's document /file / decision / discussion of the management or any part thereof or any information to any other person. Sharing of internal files, management decisions, or internal instructions with any outside person, including family members / close relatives / friends, is strictly prohibited. Any such act will be viewed as a violation of service rule and shall be treated as gross misconduct and shall attract disciplinary action or administrative action.

**B. Conflict of Interest and Litigation:**

It is the duty of every employee to ensure that individual acts/private interests do not conflict with their official duties and that the performance of official responsibilities is not influenced by personal or familial considerations. Employees must desist from conniving, instigating, abetting, or otherwise assisting any person including family members in filing court cases, complaints, or other representations which are prejudicial to the interests of the Institute, especially when based on access to confidential or internal information.

If a family member/close relative of an employee is involved in filing complaints or instituting court proceedings against the Institute, such relationship shall be deemed to have created a direct conflict of interest. In such cases, it shall be the duty of the concerned employee to (a) promptly bring the fact of such litigation or complaint to the notice of the Administration in writing, giving full particulars; and (b) completely disassociate himself/herself from the proceedings and ensure that no official assistance, inside information, or facilities are provided to the litigant or complainant.

Failure to disclose such a conflict of interest, or subsequent finding of involvement in, or abetment of, such activities, shall be treated as a serious breach of discipline and shall attract disciplinary action or administrative action.

**C. Prohibition of Malicious/vexatious Conduct:**

While the Institute is committed to fairness, transparency, and justice in all its dealings, the machinery of the administration or the judiciary shall / should not be abused as a tool for harassment, malice, or vindictiveness against colleagues or the Management. Any employee found to be indulging in activities that are malicious, vexatious/vindictive, or tantamount to harassment of colleagues or the Management, thereby causing financial loss or reputational damage to the Institute, shall be treated as indiscipline for disciplinary action or administrative action.

Thus, it is hereby informed to all employee-Teaching/Non-teaching faculty that any act, whether direct or indirect, amounting to dissemination/sharing of confidential information, interference in the internal affairs of the Institute, or connivance with external parties in filing frivolous or malicious complaints or litigation against the Institute / its members, shall constitute a serious breach of discipline, a violation of service rules, and a breach of trust. Such conduct/act shall render the concerned employee liable to disciplinary proceedings and/or immediate termination from service. All employees are hereby conveyed in unambiguous terms that strict and prompt action shall be taken against any violation of the instructions contained in this Office Memorandum, without exception.

This issues with the approval of President, SMES.

  
(Ajit Singh Chaudhary)  
Secretary SMES

Copy for information and strict compliance to :

- 1). Director, MSI/MSIT/Placement
- 2) All Teaching/Non-Teaching Staff through their respective HoDs/Sectional Heads
- 3). All staff of School through Chairman/Principal of School under aegis of SMES.
- 4). Jr AO, MSI/MSIT – to include in SMES Rules/Guard File/Undertaking from New entrants/faculties.

Copy for information to:

President/Vice-President/Treasurer/Joint Secretaries of SMES.

  
(Ajit Singh Chaudhary)  
Secretary SMES